

Governor's Office for Children, Youth and Families
Governor's Division for Women

Stop Violence Against Women Formula Grant

Request for Grant Application (RFGA)ST-WSG-07-7365-00

<u>DEADLINE</u>	Applications shall be submitted on or before 3:00 p.m. (MST) on October 11, 2006 at the Governor's Office for Children, Youth, and Families, 1700 W. Washington, Suite 101, Phoenix, AZ 85007. Telefaxed or late applications will not be accepted. Please submit One (1) original and Six (6) copies.
<u>SPECIAL ACCOMMODATIONS</u>	Persons with a disability may request reasonable accommodation such as a language interpreter by contacting Jeanne Weeks, email: JWeeks@az.gov, or (602) 542-4043 or via Fax (602) 542-3520. Requests should be made as early as possible to allow time to arrange the accommodation.
<u>PRE-APPLICATION CONFERENCE</u>	Prospective applicants are encouraged to attend a conference on September 11, 2006 at 10:00 a.m. at the State Capitol, Executive Tower, Grand Canyon Room, (Basement) 1700 W. Washington, Phoenix . The purpose of the meeting is to discuss and clarify this Request for Grant Application.
<u>PROCUREMENT GUIDELINES</u>	<p>In accordance with A.R.S. 41-2701, competitive sealed grant applications for the services specified within this document will be received by the Governor's Office at the above specified location until the time and date cited. Grant applications received by the correct time and date will be opened and the name of each applicant will be publicly read.</p> <p>Grant applications must be in the actual possession of the Governor's Office for Children, Youth and Families on or prior to the exact time and date indicated above. Telefaxed or late grant applications will not be considered.</p> <p>Grant applications must be submitted in a sealed envelope with the Grant Application Number and the applicant's name and address clearly indicated on the envelope. All applications must be completed in ink or typewritten and a complete Grant Application returned along with the offer by the time and date cited above. Additional instructions for preparing a grant application are included within this document.</p> <p>Applicants are strongly encouraged to carefully read the entire Request for Grant Application document.</p>
<u>CONTRACT INFORMATION</u>	<p>SERVICE: STOP Violence Against Women Formula Grant.</p> <p>CONTRACT TYPE: Cost Reimbursement.</p> <p>CONTRACT TERM: Funding contingent upon Congressional authorization & Office on Violence Against Women official award notification: The term of the contract shall commence January 1, 2007 and shall remain in effect until December 31, 2007, unless terminated, cancelled or extended as otherwise provided herein.</p>

<u>CONTACT INFORMATION</u>	Jeanne Weeks Governor's Office for Children, Youth and Families Procurement Specialist Fax: (602) 542-3520 Email: JWeeks@az.gov
<u>CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER</u>	STOP Violence Against Women Formula Grant CFDA number is 16.588. This number will be required for audits conducted in accordance with federal regulations.



JANET NAPOLITANO
GOVERNOR

GOVERNOR'S OFFICE FOR CHILDREN, YOUTH AND FAMILIES
STATE OF ARIZONA

IRENE S. JACOBS
EXECUTIVE DIRECTOR
& SENIOR POLICY
ADVISOR

Offer and Acceptance Form

TO THE STATE OF ARIZONA:

The Undersigned hereby agrees, if awarded a grant, to all terms, conditions, requirements and amendments in this solicitation document and any written exceptions, as accepted by the State, in the application.

Arizona Transaction (Sales) Privilege Tax License No.:

Name of Point of Contact Concerning this Application:

Name: _____

Federal Employer Identification No.:

Phone: _____ Fax: _____

E-Mail: _____

Name of Applicant

Signature of Person Authorized to Sign Offer

Address

Printed Name

City

State

Zip

Title

CERTIFICATION

By signature in the Offer section above, the bidder certifies:

1. The submission of the application did not involve collusion or other anti-competitive practices.
2. The applicant shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 75.5 or A.R.S. §§ 41-1461 through 1465.
3. The applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.

ACCEPTANCE OF APPLICATION

The Application is hereby accepted.

The Applicant is now bound to perform as stated in the attached grant application and based upon the RFGA solicitation document, including all terms, conditions, requirements, amendments, etc., and the Applicant's grant application as accepted by the State.

This grant shall henceforth be referred to as Grant No. _____.

State of Arizona
Awarded this

_____ **day of** _____ **20** _____

Jeanne Weeks, Procurement Specialist

What is in this Request for Grant Application?

The Governor's Office for Children, Youth & Families?	Page 5
Governor's Division for Women	Page 6
STOP Violence Against Women Formula Grant Program	Page 7
Federal Requirements	Page 7
Federal Program Purpose Areas	Page 9
Violence Against Women Program Priorities	Page 10
Who is Eligible to Apply for this Funding Opportunity?	Page 10
Total Amount of Available Funds	Page 11
What will this Request For Grant Application (RFGA) Fund?	Page 11
Project Participation Requirement	Page 11
Memorandum Of Understanding Requirement	Page 12
STOP Grant Priority Areas	Page 13
How Do I Apply?	Page 15
How Will the Applications be Evaluated?	Page 17
Technical Requirements	Page 17
Grant Application Format and Guidelines	Page 18
Scope of Work	Page 18
Program Specific Requirements	Page 23
Terms and Conditions and State of Arizona Requirements	Page 26
Checklist	Page 36
Exhibits and Attachments	Page 37

The Governor's Office for Children, Youth & Families

The Governor's Office for Children, Youth & Families (GOCYF) provides resources, promotes citizen engagement and leads innovative projects to strengthen and empower families and communities. To achieve the Governor's vision for healthy communities, the office is organized into several divisions: Division of Finance and Administration, Division for Children, Division for Community and Youth Development, Division for Substance Abuse Policy, Division for Women, and the State School Readiness Board. Experienced and knowledgeable professionals with expertise in their particular areas staff each division and act as resources to communities. To achieve GOCYF's mission, the divisions oversee grant programs, boards, commissions, councils, task forces, policy initiatives and annual events.

The GOCYF acts as a catalyst for overall systems changes. Commissions advise and monitor policy initiatives and grant programs. The GOCYF convenes numerous commissions, councils and task forces which include: the Governor's Children's Cabinet, the Governor's Foundation Roundtable, the Arizona Parents Commission on Drug Education and Prevention, the Arizona Juvenile Justice Commission, the Governor's Commission to Prevent Violence Against Women, the Governor's Commission on the Health Status of Women and Families (with the Arizona Department of Health Services), the Children's Justice Task Force, the State School Readiness Board, the Governor's Commission on Service and Volunteerism, the State Citizens Corps Council, the Statewide Youth Development Task Force, the Governor's Youth Commission, the Benefits Checkup Task Force, the Interagency Council on Homelessness, the Re-entry Task Force, the Earned Income Tax Credit Task Force and the Council on Faith and Community Initiatives. To achieve its goal of community participation and inclusiveness, the commissions and councils are composed of diverse people representing a variety of geographic areas, ethnicities, interests, and professions.

GOCYF Values

- ❖ We are public servants with a passion to create a brighter future for all Arizonans.
- ❖ We value strong families as the cornerstone of a healthy society with a robust economy and a bright future.
- ❖ We acknowledge and celebrate all kinds of families, and recognize that there is often a child at the center of each family who needs support to grow up healthy, safe and well educated.
- ❖ We work in a family/employee friendly environment, in which we draw on our creativity, flexibility and good humor to accomplish excellent work that gets results for Arizona's children, youth and families.
- ❖ We approach our work as servant leaders and focus on producing tangible outcomes to meet the expressed needs of Arizonans.
- ❖ We pursue our work with pride, integrity and mutual respect for each other and for the people of Arizona.

GOCYF Vision

The state of Arizona is the ideal place to grow up, raise a family, and grow old.

GOCYF Mission

We create a brighter future for Arizona by providing resources, promoting citizen engagement, and leading innovative projects to strengthen and empower families and communities.

GOCYF Goals

- ❑ Safety ~ Arizonans are safe in their homes and communities
- ❑ Civic Engagement ~ Arizonans participate in improving the quality of life within their communities
- ❑ Economic Stability ~ Arizonans are economically stable and self sufficient and have access to support and resources
- ❑ Health ~ Arizonans are healthy and stable– physically, mentally, behaviorally, developmentally, orally, environmentally, and spiritually
- ❑ Life Long Learning ~ Arizonans experience quality education throughout their lifetimes
- ❑ Responsive Government ~ State government is responsive to individuals, families, communities and local governments in Arizona

Governor's Division for Women

The Governor's Division for Women is a subdivision of the Governor's Office for Children, Youth and Families (GOCYF). Under the GOCYF direction, the Governor's Division for Women specializes in managing grants, providing training and information, and guiding policy to protect victims and their families.

The Governor's Division for Women administers three federal grants:

- Rural Domestic Violence and Child Victimization Enforcement Grant
- STOP Violence Against Women Formula Grant
- Workforce Investment Act Grant

The Governor's Division for Women also provides leadership to:

- The Governor's Commission to Prevent Violence Against Women
- The STOP (Violence Against Women) Advisory Team
- The State Agency Coordination Team (SACT)
- The Southern Arizona Battered Immigrant Women Project
- The collection, analysis, and publication of statewide law enforcement statistics
- The Women's Heritage Trail Project

Collaborative efforts are not only the vision of the state agencies involved in domestic violence issues but also the practice. State agencies participate in a collaborative planning process to address and develop uniform service provider performance measures where possible. Likewise, the state agencies jointly share many planning, training, evaluating and coordinating functions. Those collaborating to support crime victims are the following:

- Administrative Offices of the Courts
- Attorney General's Office
- Arizona Criminal Justice Commission
- Department of Economic Security
- Department of Health Services
- Department of Public Safety
- Governor's Office of Housing
- Governor's Division for Women

- Department of Corrections

STOP Violence Against Women Formula Grant Program

INTRODUCTION

The S.T.O.P. (Services • Training • Officers • Prosecutors) Violence Against Women Formula Grant Program (STOP Program) was authorized through the Violence Against Women Act (VAWA) signed into law by President Clinton in 1994. Its purpose is to promote a coordinated, multi-disciplinary approach to improving the criminal justice system's response to violent crimes against women. It encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women.

The Office on Violence Against Women (OVW) and U.S. Department of Justice administers the STOP Program nationally according to the following statutory formula (as amended by VAWA 2000):

- 5% of STOP funds allocated for grants to Indian tribal governments
- 2.5% of STOP funds allocated for grants to state and tribal domestic violence coalitions and
- 2.5% of STOP funds allocated for grants to state and tribal sexual assault coalitions
- Each state receives a base amount of \$600,000 and remaining funds are distributed to each state based on population.
- Each state must allocate to the following categories: 25% of STOP Program funds to support law enforcement programs, 25% to prosecution programs, 30% to nonprofit, non-governmental victim services programs, and 5% to court programs. The remaining 15% is allocated per each state's discretion, within the parameters of the Act.

FEDERAL REQUIREMENTS

The goal of the STOP Violence Against Women Formula Grant Program is to encourage States to develop and implement a coordinated, multidisciplinary partnership between courts, victim advocates, service providers, prosecution and law enforcement for the purpose of reducing crimes against women and enhancing victim services.

States must certify annually that all out-of-pocket costs of forensic medical examinations for victims of sexual assault will be paid by the state, local, or governmental entity. **States cannot require sexual assault victims to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic exam, reimbursement for the cost of the exam or both.** States also must certify annually that victims of domestic violence, sexual

assault, and stalking, are exempt from paying filing or service costs related to criminal charges or protection orders (costs associated with the filing, issuance, registration, or service of a protection order, a petition for a protection order, criminal charges, warrant, or witness subpoena, whether issued inside or outside the state, tribal, or local jurisdiction). **Programs seeking funding must be aware of these assurances and certify that their laws, policies and practices do not require, in connection with the prosecution of any misdemeanor or felony domestic violence offense, or in connection with the filing, issuance, registration or service of a protection order or a petition for protection order, to protect a victim of domestic**

violence, stalking or sexual assault, that the victim bear the cost associated with the issuance, registration, or service of a warrant, protection order, petition for protection order, or witness subpoena whether issued inside or outside the state, tribal or local jurisdiction.

All contractors must forward to the Governor's Division for Women any written policies they have prohibiting the disclosure of a victim's name, address, telephone number, or any other identifying information without the prior voluntary written consent of the victim.

Any subgrantee that does not already have such policies must develop them within **60 days** of receipt of grant funds and **forward copies** of these written policies to the Governor's Division for Women.

Subgrantees must certify that these policies were developed in close collaboration with domestic violence or sexual assault victim service programs within their communities. All subgrantees must certify that the policies they have adopted comply with the confidentiality and privacy rights and obligations created by any federal or state law, court rules, or rules of professional conduct applicable to the work performed by the subgrantee.

All federal funds must be identified by a Catalog of Federal Domestic Assistance (CFDA) number. This number is required on all products produced with these dollars as well as for audit purposes. The CFDA number for the Violence Against Women Act – STOP funds is **16.588**.

Subgrantees must cooperate and support the collection of data (The Office on Violence Against Women Annual Progress Report) available on-line at [http://muskie/usm.maine.edu/vawamei](http://muskie.usm.maine.edu/vawamei). **Please review The Office on Violence Against Women Annual Progress Report to ensure that the proposed project can meet the federal data reporting requirements.**

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying the STOP Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are discouraged from proposing projects that include any activities that may compromise victim safety such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence or sexual assault;
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior; and
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them. Rather, procedures that provide victims the opportunity to make an informed choice about whether to testify are encouraged.

FEDERAL PROGRAM PURPOSE AREAS

VAWA permits fourteen (14) broad purpose areas under which subgrants may be supported. Programs must meet one or more of the following statutory program purpose areas:

- **Training law enforcement officers, judges, other court personnel, and prosecutors** to more effectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
- **Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors** specifically targeting violent crimes against women, including the crimes of sexual assault and domestic violence.
- **Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services** specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of sexual assault and domestic violence.
- **Developing, installing, or expanding data collection and communication systems**, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
- **Developing, enlarging, or strengthening victim services programs**, including sexual assault, domestic violence, and dating violence programs; developing or improving delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of sexual assault, domestic violence, and dating violence.
- **Developing, enlarging, or strengthening programs addressing stalking.**
- **Developing, enlarging, or strengthening programs that address the needs and circumstances of Indian tribes** dealing with violent crimes against women, including the crimes of sexual assault and domestic violence.
- **Supporting formal and informal statewide, multidisciplinary efforts**, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim service agencies, and other state agencies and departments to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
- **Training of sexual assault forensic medical personnel examiners** in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.
- **Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others** to address the needs and circumstances of older and disabled women who are victims of sexual assault or domestic violence, including recognizing, investigating, and prosecuting instances of such assault or violence and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
- **Providing assistance to victims of sexual assault and domestic violence in**

immigration matters.

- **Maintain core victim services and criminal justice initiatives while supporting complementary new initiatives and emergency services for victims and their families.**
- **Develop special victim assistants in law enforcement agencies to serve as liaisons between victims and law enforcement in order to improve the enforcement of protection orders.**
- **Improve response to police-perpetrated domestic violence (Special technical assistance is required and will be provided by OVW).**

Violence Against Women Program Priorities

The emphasis of the STOP Program continues to be on the implementation of comprehensive strategies addressing violence against women that are sensitive to the needs and safety of victims and hold offenders accountable for their crimes. States and territories should seek to carry out these strategies by forging lasting partnerships between the criminal justice system and victim advocacy organizations and by encouraging communities to look beyond traditional resources and to look to new partners to respond more vigorously to domestic violence, sexual assault, and stalking crimes, such as faith-based and community organizations.

In shaping strategies for FY2006, states are encouraged to develop and support projects to:

- Implement community-driven initiatives, utilizing faith-based and community organizations, to address the needs of underserved populations as defined by VAWA, including people with disabilities and elder victims of domestic violence, sexual assault, and stalking.
- Address sexual assault and stalking through service expansion; development and implementation of protocols; training for judges, other court personnel, prosecutors, and law enforcement; and development of coordinated community responses to violence against women.

NOTE: Funded projects must provide services to adult victims of domestic violence, sexual assault and/or stalking. **STOP Grant** funds may not be used to support services that focus exclusively on children or develop sexual assault or domestic violence prevention curricula for schools. Services to children must show an inextricable link to and be the direct result of providing services to an adult victim.

Who is Eligible to Apply for this Funding Opportunity

- Non-profit 501 (c) (3), non-governmental and community-based victim service organizations.
- Offices and agencies of State government.
- Units of local government.
- Tribal governments.

The Department of Justice has defined a unit of local government as a general-purpose political subdivision of a state, such as a city or county. The definition for victim services providers under

this grant is a nonprofit, governmental or non-governmental organization that assists domestic violence or sexual assault victims through the legal process. Examples include rape crisis centers and battered women's shelters. Grants from this program can only be awarded to state agencies, local units of government and nonprofit organizations so defined.

STOP grants will be equitably distributed throughout the State of Arizona on a geographic basis including urban and rural areas of various size and population. Law enforcement, prosecution, the courts, victim service agencies and tribal entities are encouraged to apply. Tribal programs must be geographically located within Arizona boundaries.

Total Amount of Available Funds

Notice: Congressional delays in approving the federal budget may affect Arizona's STOP Violence Against Women grant program. Although notification of an official award has not been received, the state will initiate the subgrant application process in order to avoid additional delays in distributing the funds once the award has been granted by the Department of Justice, Office on Violence Against Women. While there is no assurance of award amounts or number of awards for 2006, the Governor's Office for Children Youth and Families awarded a total of \$1,875,924.00 to 25 subgrantees in 2005. We anticipate the subgrant awards will begin on January 1, 2007; however, this start date is contingent upon actual receipt of federal award.

The total funds available for all STOP Grant contracts will be based on the federal formula guidelines.

What will this Request For Grant Application (RFGA) Fund?

In general, STOP grants may support personnel, training, technical assistance, evaluation, data collection and equipment costs to enhance the apprehension, prosecution and adjudication of persons committing violent crimes against women and to provide or improve services for victims.

Programs responding to criminal justice reform, while providing safety and protection for victims of sexual assault, domestic violence, and stalking, will be considered in the following categories:

- Law Enforcement 25% of award
- Prosecution 25% of award
- Courts 5% of award
- Victim Services 30% of award
- Discretionary* 15% of award

*Across all 4 components

PROJECT PARTICIPATION REQUIREMENTS

Violence against women impacts entire communities; the Office on Violence Against Women and the Governor's Office for Children, Youth and Families 2006 STOP RFGA requires that STOP projects reflect participation from law enforcement, courts, prosecutors and victim services in the planning stage and throughout the life of the project. A Letter(s) of Participation must reflect that experts within the criminal justice and victim service organizations were

consulted and provided input regarding the need and logic for the existing or new project.

Letters from all participants must be included in the application in order for the proposal to be accepted for the evaluation review process. This requirement applies to all applicants.

Broader opportunities to collaborate that should be given consideration by the criminal justice and victim services systems include, but are not limited to:

- Educational institutions and programs and/or healthcare systems;
- Faith-based institutions;
- Employment agencies;
- Tribal government/Tribal government agency;
- Legal Services Organizations;
- Community Advocacy Organizations;
- Law enforcement agencies;
- Courts or prosecutorial agencies;
- Domestic violence shelters or safe homes and
- Domestic violence and sexual assault advocacy programs

NOTE: Please bear in mind that not all of the entities listed above are eligible for STOP Grant funding. That does not minimize the long-term impact that a broadened coordinated community response can achieve through the collective power of systematic change.

MEMORANDUM OF UNDERSTANDING REQUIREMENTS

For the purposes of this STOP grant solicitation there are two separate situations that require a Memorandum of Understanding (MOU) and denote a “formal partnership”: 1) A MOU is required for all projects that identify a subcontractor that will provide a service(s) in which there will be an exchange of grant funds to pay for that service or 2) A MOU is required for all projects that identify a partner where grant funds will not exchange hands but in order for the project to be viable, a service will be provided or there is an agreement to work together. (For example, a victim service agency will provide an advocate to work with law enforcement officers to respond to domestic violence calls for service. A MOU is required between the victim service agency and the law enforcement agency.)

Projects must support one or more of the fourteen (14) VAWA purpose areas. The project may address either a statewide, regional, or community approach and shall be provided in accordance with the goals identified below for any one or more of the outlined topic areas.

The Three-Year STOP Grant Implementation Plan includes two goals:

Goal 1: The criminal justice and victim services systems will improve the consistency and coordination of response to victims of violence against women in Arizona.

Goal 2: The Arizona criminal justice and victim services systems will increase their capabilities to respond to un-served or under-served victims of domestic violence and sexual assault.

Under these two over-arching goals the following priority areas will be highlighted for this offer of funding:

STOP Grant Priority Areas

I. Data Collection

Goal 1: Improve the criminal justice system's response to violence against women by enhancing data collection systems to reliably report on the incidence and frequency of domestic violence, sexual assault and stalking crimes/cases.

Goal 2: To promote women's safety by sharing information among practitioners in a way that will hold individual offenders accountable and maintain accountability among various agencies in the criminal justice system that responds to violence against women.

Project Examples:

- Support for a multi-disciplinary planning process to develop a statewide/regional data base system to track convicted domestic violence, sexual assault and stalking offenders between and among law enforcement jurisdictions.
- Support for the development or improvement of criminal justice monitoring and tracking systems that include interfacing/linking between and among data systems at the misdemeanor and/or felony level.

II. Innovative Coordinated Community Response Projects

Goal 1: Develop innovative approaches to create a more responsive, consistent and coordinated effort to address violence against women with an emphasis on victims of domestic violence, sexual assault, stalking and dating violence.

Goal 2: To expand coordinated community response efforts by including non-traditional community partners, i.e., religious, economic, medical, media and education entities.

Project Examples:

- Support for staff to facilitate the coordination of criminal justice and victim services systems that provide victims with a coordinated response for cases of elder abuse, domestic violence and sexual assault, stalking and dating violence.
- Any project which supports an innovative approach for responding to victims of domestic violence, sexual assault, stalking and dating violence.

III. Offender Accountability

Goal 1: Strengthen the safety and accountability of law enforcement and prosecution agencies to respond to, investigate and prosecute domestic violence, sexual assault, stalking and dating violence crimes/cases.

Goal 2: Improve the way systems are structured to respond to offender accountability in cases of domestic violence, sexual assault, stalking and dating violence that lead to institutional change.

Project Examples:

- Safety and Accountability Audit designed to examine whether institutional policies and

practices enhance victim safety and enforce offender accountability.

- Develop, enhance and/or coordinate domestic violence fatality review teams to identify risk factors for victims and make recommendations that lead to system improvements.
- Improve existing or establish policies and protocols for law enforcement handling of domestic violence, sexual assault and stalking cases.
- Develop a Sexual Assault Manual for judges based upon, for example, the Michigan Sexual Assault Benchbook.
- Support specialized domestic violence probation officers or specialized teams of officers and advocates who focus on supervised probation of high-volume misdemeanor or felony caseloads.
- Support specialized domestic violence and/or sexual assault prosecution units that focus on high volume misdemeanor or felony caseloads within a jurisdiction.
- Support specialized officers or teams consisting of an officer and advocate that respond to crimes of stalking, domestic violence, sexual assault and dating violence.
- Support projects that improve an agency's response to violations of orders of protection.
- Support the development and implementation of a court watch project.

IV. Training

Goal 1: Increase collaborative training of all professionals and paraprofessionals that provide services to victims of domestic violence, dating violence, elder abuse, sexual assault and stalking, including developing culturally sensitive training materials.

Project Examples:

- Specialized training on domestic violence, sexual assault and stalking to law enforcement or probation/parole, municipal and county prosecutors, judicial officers, court staff and other relevant criminal justice personnel. Cultural sensitivity and cultural competency must be addressed in training modules that focus on family violence, dating relationship violence, domestic violence, sexual assault, stalking and elder abuse.
- A collaboratively developed multidisciplinary training conference focused on increasing the skills of criminal justice professionals on violence against women which may include domestic violence, elder abuse, sexual assault, stalking and human trafficking.

V. Victim Advocacy/Victim Intervention

Goal 1: To strengthen and enhance victim service provider's capacity to respond to victims of domestic violence, sexual assault and stalking victim safety and hold offenders accountable.

Project Examples:

- Support domestic violence, sexual assault and stalking victim safety and offender accountability by enhancing victim access to the criminal justice system and support services. Advocacy activities should include support of advocacy teams in various settings including but not limited to shelters/safe homes, courts, law enforcement

agencies, hospitals, victim advocacy centers and faith-based organizations. Project design and implementation should be culturally sensitive.

- Support of culturally sensitive therapy and/or counseling services to victims/survivors of sexual assault, domestic violence and/or dating violence. Therapy and/or counseling services (individual and/or group) shall be provided by a licensed behavioral health service agency and licensed Masters level behavioral health staff members who are experienced working with victims/survivors of sexual assault, domestic violence and/or dating violence.
- Continue and/or strengthen projects that provide civil legal services to battered immigrant women who are identified under the provision of VAWA 2000.
- Establish or strengthen projects to recruit, train and coordinate attorneys who will provide pro bono civil legal assistance to domestic and sexual violence victims.

NOTE: Applicants may propose additional or alternative activities/purposes that meet the needs of their respective regions of the state, provided that the activity/purpose meets one or more of the STOP Grant fourteen (14) purpose areas.

How do I Apply?

Applicants will be required to submit documents and attachments being requested as outlined in this Request for Grant Application (RFGA). To prepare your application, read this document and its contents, follow the Grant Application Format and Guidelines section of this document; prepare a budget and budget narrative. **Refer to the Checklist on page 39 to verify inclusion of all required documentation and in the proper format.**

The Governor's Office for Children, Youth and Families shall be responsible for the overall management of the STOP Violence Against Women Grant project. The Governor's Office for Children, Youth and Families is responsible for all activities related to submission, review of applications, awarding of contracts, and all subsequent program monitoring.

Applicant Contacts:

The Governor's Office for Children, Youth and Families will address all questions regarding this Request for Grant Application, including technical specifications, proposal process, etc. For questions, please contact Jeanne Weeks via email: jweeks@az.gov or via fax: (602) 542-3520. Applicants may not contact the employees of the Governor's Office for Children, Youth and Families regarding this procurement activity while the proposal and evaluation are in process.

Please follow these instructions in preparing your grant application:

1. Read and familiarize yourself with all sections of this Request for Grant Application (RFGA) document.
2. Attend, if necessary, the Pre-Application Conference on September 11, 2006, starting at 10:00 a.m. (MST), at the **State Capitol, Executive Tower, Grand Canyon Room, (Basement) 1700 W. Washington, Phoenix.** The Pre-Application Conference will clarify the contents of the RFGA in order to prevent any misunderstanding of the

Governor's Office for Children, Youth and Families' position. Any doubt as to the requirements of the RFGA or any apparent omission or discrepancy should be presented to the Governor's Office for Children, Youth and Families at the Conference. The Governor's Office for Children, Youth and Families will then determine the appropriate action necessary, if any, and issue a written amendment to the RFGA. Oral statements or instructions shall not constitute an amendment to the RFGA. Applicants may not contact any employee of the Governor's Office for Children, Youth and Families concerning this solicitation while the application and evaluations are in process. **Attendance at the Pre-Application Conference is encouraged, but not mandatory.** Questions concerning this solicitation should be directed to Jeanne Weeks by emailing Jweeks@az.gov or in writing by faxing your question to (602) 542-3520.

3. **Submit one (1) original and six (6) copies of your application.** The original copy of your application should be clearly marked "**ORIGINAL**". The Governor's Office for Children, Youth and Families will not provide any reimbursement for the cost of developing or presenting applications in response to this RFGA. Failure to include the requested information may have a negative effect on the evaluation of the applicant's application.
4. Grant Applications must be received by the Governor's Office for Children, Youth and Families, 1700 W. Washington, Suite 101, Phoenix, Arizona, 85007 **no later than 3:00 PM (Arizona MST), October 11, 2006. Telefaxed, electronic or late applications shall not be accepted.**
5. Additional materials such as promotional brochures or examples of other programs should be submitted only if they directly relate to the information requested in the application.
6. Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each applicant shall be read publicly and recorded.
7. Applications shall be irrevocable for 150 days after the RFGA due date and time.
8. In the event that the applications received exceed the budget limitations, the Governor's Office for Children, Youth and Families reserves the option to request a reduction in the scope of the applicant's proposed program. If such an option is exercised by the Governor's Office for Children, Youth and Families, funds may be awarded according to the highest scores. Revised budget documents will be required. The Governor's Office for Children, Youth and Families reserves the right to award contracts for less than the proposed price.
9. The Governor's Office for Children, Youth and Families reserves the right to request clarifications on any proposed project.
10. Keep a copy of this solicitation and your grant proposal. If awarded, the Subgrantee shall be bound to the services listed by the grant proposal and based upon the solicitation, including all terms, conditions, specifications, amendments, etc.

How Will the Applications be Evaluated?

The following criteria, with points assigned to each area, will be used by the review committee to evaluate applications and select those for an award. * **One hundred (100) priority points will be given to counties with populations under 100,000. In order to be eligible for the priority points programs must score a minimum of 75% in each evaluation category.**

Evaluation Criteria

Problem Statement/Needs Assessment	(30%)
Goals and Objectives	(20%)
Strategies and Approaches	(10%)
Implementation Plan	(10%)
Fiscal Capacity/Budget	(10%)
Organizational Capacity	(10%)
Evaluation Plan	(10%)

Those applicants not selected for funding will be notified in writing; however, pursuant to A.R.S. 41-2702 (E), all applications shall not be open for public inspection until after grants are awarded. A.R.S. 41-2702 (G) also states the evaluator assessments shall be made available for public inspection no later than thirty (30) days after a formal award is made.

TECHNICAL REQUIREMENTS:

Applications will be reviewed initially for compliance with technical requirements. Noncompliance with these requirements may result in the application being deemed non-responsive, and therefore, not susceptible to award.

- ☐ Responses should be typed, single-spaced with one-inch margins or wider with a 12-point font used.
- ☐ Responses should include the heading and the corresponding number and topic of the question being answered.
- ☐ All pages must be numbered and include a table of contents that follows the underlined topic sections below.
- ☐ Only include attachments that apply to this specific project. Please keep attachments at a minimum. Place attachments at the end of the entire application and list them on the title page.
- ☐ Applications must be printed on single sided pages, NOT duplexed pages.
- ☐ Applications are NOT to be bound in spiral binders or in 3-ring notebooks.
- ☐ Applications must be either stapled in the upper left-hand corner or held together with a binder clip.
- ☐ All applications must include one (1) **original** copy marked "**ORIGINAL**" and six (6) additional copies.
- ☐ 'Letters of Participation' must be submitted.
- ☐ Formal partnerships must submit a signed Memorandum of Understanding.
- ☐ A signed Offer and Acceptance document must be submitted.
- ☐ Any amendments, if applicable, must be submitted **SIGNED** as part of the application.
- ☐ All Exhibits must be completed as instructed and placed in order to correspond with the Scope of Work.
- ☐ The organization name and the Request for Grant Application Number **ST-WSG-07-7365-00**

must be CLEARLY marked on the outside of the sealed envelope/package.

Grant Application Format and Guidelines for STOP Violence Against Women Grant:

A logic model may be used as a guide in addressing the following topic sections below: Problem Statement/Needs Assessment; Goals and Outcomes; Strategies and Approaches; Implementation Plan; and Project Evaluation. **Attachment B** – Logic Model is included in this RFGA packet.

SCOPE OF WORK

The scope of work responses (Number 1 through Number 8) should be concise and to the point. Narrative responses should be given by question number and question topic and include sub-headings where appropriate. For example, (2.1; 2.2; 2.3). **Exceptions:** For section number 5 (Implementation Plan-Process Objectives), please complete Exhibit J; For section number 6 (Fiscal Capacity/Budget), please complete the identified forms. Placement of forms in the application should follow the structure of the Scope Of Work.

1. **Executive /Project Summary** (1 page maximum)
Briefly describe the agency's overall mission, background and experience as it relates to the delivery of domestic violence, sexual assault, or stalking services. Provide a narrative overview of the project that includes a brief summary of the project goals, objectives, methods to be used and collaboration efforts.
2. **Problem Statement/Needs Assessment** (30%) (3 pages maximum)
Identify the specific problem(s), target population and geographic area that the proposed project will address. Document needs with valid, up-to-date data/statistics, identifying the source and date of the data to clearly demonstrate why the problem exists. Describe existing services and identify gaps and/or barriers in services. Please address each of the following points:
 1. State the problem/need or issue to be addressed by the proposed project.
 2. Based on the stated problem, what group(s) of people or communities will the project target? What are the demographic characteristics of the target population?
 3. Identify the external team. If this project involves a partnership of two or more entities, a signed MOU, that describes individual involvement, specific roles and responsibilities, must be included with the application in order for the proposal to be accepted for the evaluation review process.
 4. Describe any existing coordinated community response efforts directed towards sexual and or domestic violence including other local agencies that are addressing the identified problem.
 5. Identify the internal team. Who are the individuals within the applicant's

organization involved in the development and implementation of the project and what are the specific roles of these individuals?

6. Identify local and agency data (statistics, surveys, focus groups), that can validate the identified problem. Identify the source of the data, how the data was collected and how the data relates to the identified problem(s) being addressed by the project.
7. What resources (federal, state, local) in your community and/or within your organization are currently being directed toward addressing the stated problem? How does this proposed project support or enhance those efforts?
8. Describe the current ability of the applicant to meet the identified needs. Provide examples of related projects that have been implemented as well as the outcomes of these projects.
9. Applications requesting a continuation of current STOP funding must provide a summary that describes the successes, challenges and outcomes of the current STOP project and describe what impact the project has had in addressing violence against women.

3. **Goals and Outcome Objectives** (20%) (2 pages maximum)

This component should include broad statements of intent (goals) and the measurable, time-specific outcomes (objectives) that directly link with the identified problem/needs. Goals are general statements of long-range benefits that reflect what changes are desired within a targeted population or community area. Outcome objectives are specific, quantified statements of expected outcomes of the project. These performance measures should be described in terms of events that can be realistically achieved within the STOP grant time constraints and available resources. Each objective should describe a change in condition, knowledge, attitude or skill as a result of the proposed project. It is critical to develop project measurement tools that can accurately track the stated outcome objectives. The goals and objectives should be related to the problem/needs described above. Victim behavior and/or choices should not be used as an outcome measure to evaluate the success of the project.

Goals:

1. State the goal (s) and explain how they are linked to the identified problem/need(s).
2. For each goal, identify an objective(s) that describes an intended outcome that:
 - Describes what will change in the targeted population/area.
 - Quantifies how much will change (e.g. increase or decrease in numbers, percentages, etc.).
 - Gives a specific date by which the change(s) will occur.

4. **Strategies/Approaches** (10%) (2 pages maximum)

This section should describe the planned activities/services/interventions or project elements designed to accomplish the goals and objectives of the project.

1. Describe and explain how the selected program strategies/approaches fit with the problem/need and will lead to achieving the stated goals and objectives.
 2. Identify/explain any research-based theory and/or best practice program(s) that support the program strategies/approaches and explain how they apply to the target population and community area.
 3. Describe how the program strategies/approaches correspond to the project target population; include, as appropriate, information related to cultural competence, geographic location, access to information and services and language barriers and gender responsiveness.
 4. What evidence is there to support community readiness to improve current conditions and implement the selected strategies/approaches?
5. **Implementation Plan – Process Objectives** (10%)
(Complete Required Form Exhibit J - 4 pages maximum)
This section focuses on the steps that must be taken to put the project strategies/approaches into action. It should include all the elements that will be required to operationalize the strategies for the duration of the grant
1. Describe process objectives that measure the effectiveness of the implementation of the selected strategies (e.g. number of participants attending/completing, participant satisfaction, adequacy of resources, timely completion of activities, etc.).
 2. Sequentially list the activities needed to implement the project strategies and approaches including timelines and responsibilities.
 3. Describe any anticipated barriers to participation and/or completion of the project as well as steps that will be taken to overcome these barriers.
 4. Describe any training that will be needed for existing and/or new staff. How and when will this training be delivered and duration of the training?
6. **Fiscal Capacity/Budget** (10%) **(Complete Required Forms)**
Submit the Funds Requested Page, (Exhibit A) and the Budget Summary Page, (Exhibit B) and the Budget Narrative (Exhibit C). Exhibit B and C should be used as a sample to provide a budget narrative that provides a clear and concise explanation of the methods used to determine the amounts for each line item in the proposed program budget. Match must be included in the budget and budget narrative. All budget forms must be signed by an authorized agency representative. The following applies to requested funding:
1. List all resources that will be needed to implement the proposed project.
 2. All budgets should include expenditures for participation in a one-day technical assistance meeting following contract award. Subgrantee shall send two (2) representatives (one program and one financial) to this meeting. Include costs of travel, hotel and per diem to the Phoenix area for two representatives.

3. Complete the attached budget sheets (**Exhibit A, B and C**).
4. List all other sources of funds currently received from the Governor's Office for Children, Youth and Families, other State or public agencies, Federal agencies, non-profit organizations and any other sources that will be applied to the proposed project, (**Exhibit D**).
5. A 25% match is required for this program. Match funds are subject to financial and programmatic monitoring by the Governor's Office for Children, Youth and Families. (Please see Program Specific Requirements on page 25).
6. Describe your organization's Business Management System by completing the GOCYF Financial Systems Survey (**Exhibit H**).

Please Note: Funding shall be limited to those items specifically listed in the proposed budget. Total funding may not be increased following award of the Contract. Requests for line item modifications, that do not change total program funding, shall be made in writing and shall only be made following receipt of written authorization from the Governor's Office for Children, Youth and Families.

7. **Organizational Capacity** (10%) (3 pages maximum)
 1. Describe your organization's capacity to implement the proposed project. Provide examples of experience in implementing related programs and the outcomes of those programs. It should be noted that past performance on any grants from the Governor's Office, other state agencies, or other grants in general may be taken into consideration in evaluation of your proposal. (Complete **Exhibit E** to list the offeror's experience).
 2. Describe staff qualifications. List how much time each staff person will spend on the project. Attach resumes and job descriptions for staff that will be paid from this grant and for staff used as a match. Resumes should include domestic violence and/or sexual assault experience and trainings. If positions are currently vacant provide a job description only. (Complete **Exhibit F**).
 3. Identify the key personnel that will provide oversight for the project and who will be responsible for meeting the programmatic and fiscal reporting requirements.
 4. Provide an organizational chart for the **project**, detailing key staff people involved in the proposed project.
 5. Organizations with a Board of Directors must provide a current list of Board members and identify each member's area of expertise and professional affiliation.
 6. Proposals that require a detailed Memorandum of Understanding (MOU) must clearly outline the roles and responsibilities of each partner and include authorizing signatures from all parties to the MOU. **Applicants must include a**

MOU(s) as described above in order for the proposal to move forward in the evaluation review process. (See MOU Requirements on page 13).

7. Complete the GOCYF Standard Data Collection Form (**Exhibit G**).
8. Read and sign **Exhibit I** – Assurances for Non-Construction Programs.
8. **Evaluation** (10%) (2 pages maximum)
This section will address two project areas. The evaluation should be directly connected to both the process objectives (Section 5) and the outcome objectives (Section 3). Two types of evaluations will be required of each funded project. Process evaluations should measure project quality by assessing which activities were implemented as well as strengths and challenges of the implementation process. The outcome evaluation should determine the extent to which the project has accomplished the stated goals and outcome objectives. Each application must address the following questions for both types of evaluations.
 - 8.1 **Process Evaluation**
 1. Explain how each process objective, as identified in the Implementation Plan, will be measured (e.g. attendance sheets, adequacy of materials and resources, satisfaction surveys, etc).
 2. Describe the plan for evaluating the process objectives including timelines for collecting and analyzing data and who will have overall responsibility for this activity.
 3. What data will be collected? How will it be organized and used once it has been collected? What procedures will be in place to assure the quality of the data? How will the data be analyzed?
 - 8.2 **Outcome Evaluation**
 1. The outcome evaluation design/methodology must include a reliable assessment tool. Include a sample of the evaluation tool that will be used to measure each of the outcome objectives.
 2. Describe the plan for evaluating the outcome objectives including timelines for collecting and analyzing data and who will have overall responsibility for this activity.
 3. What data will be collected? How will it be organized and used once it has been collected? What procedures will be in place to assure the quality of the data? How will the data be analyzed and distributed?
 - 8.3 **Continuous Quality Improvement**
 1. Describe how the results of the project evaluation will be used to continuously improve the quality of the project throughout the duration of this grant.
 2. Describe your sustainability plan to continue this project beyond the

current funding period.

Program Specific Requirements

1. **Match Requirement:** The following restrictions and requirements shall apply to all applications:

By statute, a grant made under the STOP Formula Grant Program may not cover more than 75% of the total costs of the project funded.

Purpose: To augment the amount of resources available to the project from grant funds and to foster the dedication of state, local, and community resources to the purposes of the project. The costs of activities counted, as match must be directly related to the project goals and objectives. For example, if half of an advocate's time is supported with grant funds, that advocate must track all of his or her time to demonstrate that 50% of it was devoted to the grant funded project. In-kind match must be documented in the same manner as grant funded activities.

A 25% non-federal match is required on the total program amount, and the source must be documented. This match may be cash or in-kind services. Indirect costs are not allowed for the match requirement. All subgrantee projects are subject to the 25% match requirement.

- In-kind services must be documented. Examples may include donations of expendable equipment, office supplies, workshop or classroom materials, work space or the monetary value of time contributed by professional and technical personnel and other skilled labor if the services they provide are an integral and necessary part of the funded project. The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer services must be documented and to the extent feasible, supported by the same methods used by the recipient organization for its own employees. The value of donated space may not exceed the fair rental value of comparable space as established by independent appraisal of comparable space and facilities in a privately owned building in the same locality.
- All funds designated as match are restricted to the same uses as the STOP Violence Against Women project funds and must be expended within the grant period. Applicants are contractually obligated to fulfill the agreed upon amount of match that is offered.

The 25% matching funds are calculated on the total project costs. A simple formula for calculating the required 25% is as follows:

Divide the federal funds you are requesting by 3. This provides the required match. Add the federal funds requested plus your match to equal the total project cost.

Example:

\$30,000 federal funds requested
$\$30,000 \div 3 = \$10,000$ (required match)
$\$30,000 + \$10,000 = \$40,000$ (total project cost)
$\$40,000 \times 25\% = \$10,000$

2. The Governor's Office for Children, Youth and Families shall be responsible for overall management of the STOP Violence Against Women Grant project. Subgrantees will be provided a contact name and number for staff responsible for management of this project. A contract file shall be set up in the GOCYF. Project monitoring will be the responsibility of the Division for Women and the Division of Finance and Administration.
3. Keep a copy of this solicitation and your grant proposal. If awarded, the Subgrantee shall be bound to the services listed by the grant proposal and based upon the solicitation, including all terms, conditions, specifications, amendments, program requirements, etc.
4. No construction costs are permitted.
5. Subgrantees are prohibited from generating program income for projects supported by this STOP Grant.
6. Therapy and/or counseling services (individual and/or group) shall be provided by a licensed behavioral health service agency and licensed Masters level behavioral health staff members who are experienced working with victims/survivors of sexual assault, domestic violence and/or dating violence.
7. Grant funds must supplement and not supplant state, federal or local funds. Subgrantees shall identify the current sources of funding including federal and non-federal monies by completing a Disclosure Form (Exhibit D).
8. Tribal governments are eligible to apply as sub-state grantees; however, Reservations that cross state lines may apply for only the proportionate share of their population residing within the boundaries of this state. Services and partnerships shall occur in Arizona with respect to Arizona organizations and entities.
9. Reimbursement for attendance at any Office on Violence Against Women sponsored conferences shall generally be limited to the established federal and/or state rate for the geographic location of the conference. Any exception to this policy must be justified as cost effective and will require prior approval of the Governor's Division for Women. Conference costs that exceed the federal and/or state rate and are incurred without prior justification and approval shall not be allowed.
10. Subgrantee agrees to use the federally approved consultant rate of **not more than \$450 per day**. Any consultant/speaker charge in **excess of this rate will require prior approval from the Office on Violence Against Women**. Specific detailed justification must be requested through the Governor's Division for Women and approved before obligation or expenditure of such funds.
11. Subgrantee shall comply with the United States Department of Justice regulations governing Equal Employment Opportunity. Upon award of the grant, those subgrantees with 50 employees or more are required to file their Equal Employment Opportunity Plan (EEOP) or EEOP Short Form, with the U.S. Department of Justice, Office of Justice Programs, Office of

Civil Rights within 60 days of award.

12. Subgrantee shall comply with the United States Department of Justice regulations governing research programs containing human subject testing with STOP Violence Against Women Grant funds.
13. Subgrantee shall submit one (1) copy of all reports and proposed publications resulting from this agreement twenty **(20) days before public release**. Any publications (written, visual, or sound) whether published at the Subgrantee or government's expense shall contain the following statements:

"This project was supported by STOP Grant No. _____, awarded by the Office on Violence Against Women, U.S. Department of Justice and the Governor's Office for Children, Youth and Families, Division for Women.

"Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice or the Governor's Office for Children, Youth and Families, Division for Women."

14. The Subgrantee shall notify the Governor's Office for Children Youth and Families in writing, **thirty (30) days in advance**, of any changes in the program that will directly affect service delivery under the terms of the contract. No changes shall be implemented without the prior written approval of a formal contract amendment by the Division for Women, the Division for Finance and Administration and the Governor's Office for Children, Youth and Families.
15. The Subgrantee shall be paid on a cost-reimbursement basis, at a **minimum of monthly** or a **maximum of quarterly** for those items submitted and approved in the budget inclusively. Reimbursement requests should be submitted monthly or quarterly by the due date on the financial draw down schedules to be provided upon award. **Subgrantee shall submit a final reimbursement request for expenses obligated prior to the date of contract termination no more than thirty (30) days after the contract end.** Requests for reimbursement received later than thirty (30) days after the contract termination will not be paid. **If awarded a contract, your organization must have sufficient funds to meet obligations for up to sixty (60) days while awaiting reimbursements from the Governor's Office for Children, Youth and Families.**

16. Financial invoices must be sent to:

Teri Lippens, Financial Analyst
Governor's Office for Children, Youth and Families
Division of Finance and Administration
1700 West Washington, Suite 101
Phoenix, Arizona 85007

17. Programmatic reports and requests for program and budget changes must be sent to:

Evelyn Buckner, Program Administrator
Governor's Office for Children, Youth and Families
Division for Women

1700 West Washington, Suite 101
Phoenix, Arizona 85007

18. Notwithstanding any other payment provision of this contract, failure of the Subgrantee to submit required reports when due, or failure to perform or deliver required work, supplies, or services, will result in the withholding of payment under this contract unless such failure arises of causes beyond the control and without the fault of negligence of the Subgrantee.
19. Contract Renewal: The contract shall not bind nor purport to bind the Governor's Office for Children, Youth and Families for any contractual commitment in excess of the original contract period.
20. Reports and Payment: The Subgrantee shall submit activity reports (e.g. programmatic, and financial reports, etc.) as required by the Governor's Division for Women and the Governor's Division of Finance and Administration. Additionally, **Exhibit G**, the Governor's Office for Children, Youth and Families Standard Data Collection Form for the Grant Management Information System, should be completed and submitted with the application.

The Subgrantee shall submit quarterly progress narrative reports that address both federal **VAWA** funded activities and **matching** fund activities. The report shall contain such information as deemed necessary by the Governor's Division for Women, Governor's Office for Children, Youth and Families. Failure to submit timely reports will result in suspension of reimbursement

Subgrantee is shall complete the required Office on Violence Against Women Annual Progress Report, due by January 15th. The report and instructions may be accessed on-line at <http://muskie.usm.maine.edu/vawamei>.

Terms & Conditions and State of Arizona Requirements

1. Term of Grant: The term of the contract shall commence January 1, 2007 and shall remain in effect until December 31, 2007, unless terminated, canceled or extended as otherwise provided herein.
2. Funding: Requested funding must be submitted in an all-inclusive basis. The Governor's Office for Children, Youth and Families will not reimburse any item other than the all-inclusive funding contained on the budget forms.
3. Key Personnel: It is essential that the Subgrantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Subgrantee must assign specific individuals to the **grant** and **match** funded positions whether in a management, supervisory or direct service capacity. **Once assigned to work under the grant, those personnel shall not be removed or replaced without the prior written approval of the Governor's Office for Children, Youth and Families. Direct service personnel must have domestic violence and or sexual assault experience upon employment or trainings must be**

provided within 1 month of hire. The Governor's Division For Women shall receive documentation identifying the trainer, topic areas covered, date and length of time of training.

4. Multiple Awards: In order to ensure adequate coverage of Governor's Office for Children, Youth and Families requirements, multiple awards may be made.
5. Financial Audit: At any time during the term of this contract, and at any time within five (5) years after the termination of this grant, the Subgrantee's or any subcontractor's books and records shall be subject to an audit by the State or Federal Government, to the extent that the books and records relate to the performance of the subgrantee or subcontract. In addition, in compliance with the Federal Single Audit Act (31 U.S.C. par., 7501-7507), as amended by the Single Audit Act Amendments of 1996 (P.L. 104 to 156), grant sub-recipients, as prescribed by the President's Council on Integrity and Efficiency Position #6, expending Federal Grants from all sources totaling \$500,000 or more, must have an annual audit conducted in accordance with OMB Circular #A-133, Audits of States, Local Governments and Non-profit Organizations." **If you have expended more than \$500,000 in federal dollars, a copy of you're A-133 audit report for the previous fiscal year must be submitted with your application.**
6. Audit Trails: The Subgrantee shall maintain proper audit trails for all reports related to this contract. The Governor's Office for Children, Youth and Families reserves the right to review all program records.
7. Fund Management: The Subgrantee must maintain funds received under this contract in separate ledger accounts and cannot mix these funds with other sources. Subgrantee must manage funds according to applicable federal regulations for administrative requirements, cost principles and audits.

The Subgrantee must maintain adequate business systems to comply with Federal Requirements. The business systems that must be maintained are:

- a. Financial Management
- b. Procurement
- c. Personnel
- d. Property
- e. Travel

A system is adequate if it is: 1) written; 2) consistently followed – it applies in all similar circumstances; and 3) is consistently applied to all sources of funds.

8. Compliance: All parties to this agreement agree to comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 75-5 which mandates that all persons, regardless of race, religion, handicap, color, age, sex, political affiliation or national origin shall have equal access to employment opportunities. All parties shall comply with 1) the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap; 2) all applicable federal regulations regarding equal employment opportunity and relevant orders issued by the U.S. Secretary of Labor; and 3) all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all

applicable Federal Regulations under the Act including 28 CFR Parts 35 & 36.

9. Licenses: Subgrantee shall maintain in current status all federal, state, and local licenses and permits required for the operation of the business conducted by the Subgrantee.
10. Amendments: Any change in the contract including the scope of work and budget described herein, whether by modification or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the Subgrantee and the Governor's Office for Children, Youth and Families. Any such amendment shall specify an effective date, any increases or decreases in the amount of the Subgrantee's compensation if applicable and entitled as an "Amendment", and signed by the parties identified in the preceding sentence. The Subgrantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification or supplementation to the contract.
11. Capital Expenditures: Defined as items over \$5,000 with a life of more than one (1) year shall not be allowed.
12. Contract Renewal: The contract shall not bind or purport to bind the Governor's Office for Children, Youth and Families for any contractual commitment in excess of the original contract period. The Governor's Office for Children, Youth and Families shall have the right, at its sole option, to renew the contract. If the Governor's Office for Children, Youth and Families exercises such rights, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period.
13. Availability of Funds for the Next Fiscal Year: Funds are not presently available for performance under this contract beyond the current fiscal year. No legal liability on the part of the Governor's Office for Children, Youth and Families for any payment may arise for performance of this contract beyond the current fiscal year until funds are made available for performance of this contract. The Governor's Office for Children, Youth and Families obligation for performance of this contract beyond this fiscal year is contingent upon the availability of funds from which payment for contract purposes can be made.
14. Subcontractors: The Subgrantee agrees and understands that no subcontract which the Subgrantee enters into with respect to performance under this contract shall in any way relieve the Subgrantee of any responsibility for performance of its duties. **For this award a Memorandum of Understanding or some other type of contract must be in place between the Subgrantee and a Subcontractor for services to be performed, and in which a payment amount has been negotiated and approved, so as to avoid any misunderstanding between both parties.**
15. Indemnification Clause: Subgrantee shall indemnify, defend, save and hold harmless the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury

(including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Subgrantee or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Subgrantee from and against any and all claims. It is agreed that Subgrantee will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Subgrantee agrees to waive all rights of subrogation against the State of Arizona, its officers, officials, agents and employees for losses arising from the work performed by the Subgrantee for the State of Arizona. This indemnity shall not apply if the Subgrantee or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

16. **Insurance Requirements:** Subgrantee and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Subgrantee, his agents, representatives, employees or subcontractors. The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Subgrantee from liabilities that might arise out of the performance of the work under this contract by the Subgrantee, its agents, representatives, employees or subcontractors, and Subgrantee is free to purchase additional insurance.

- A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Subgrantee shall provide coverage with limits of liability not less than those stated below.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- | | |
|--|-------------|
| • General Aggregate | \$2,000,000 |
| • Products – Completed Operations Aggregate | \$1,000,000 |
| • Personal and Advertising Injury | \$1,000,000 |
| • Blanket Contractual Liability – Written and Oral | \$1,000,000 |
| • Fire Legal Liability | \$ 50,000 |
| • Each Occurrence | \$1,000,000 |

- a. The policy shall be endorsed to include the following additional insured language: ***“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subgrantee”.***
- b. Policy shall contain a waiver of subrogation against the State of

Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.

2. Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000
- a. The policy shall be endorsed to include the following additional insured language: **"The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Subgrantee, involving automobiles owned, leased, hired or borrowed by the Subgrantee".**

3. Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$ 500,000
Disease – Each Employee	\$ 500,000
Disease – Policy Limit	\$1,000,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Subgrantee.
- b. This requirement shall not apply to: Separately, EACH subgrantee or subcontractor exempt under A.R.S. 23-901, AND when such subgrantee or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

4. Professional Liability (Errors and Omissions Liability)

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis. Subgrantee warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discover period will be exercised for a period of two (2) years beginning at the time work under this Contract is completed.
- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, an employee for losses arising from

work performed by or on behalf of the Subgrantee.

- c. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.

- B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:
 - 1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Subgrantee, even if those limits of liability are in excess of those required by this Contract.
 - 2. The Subgrantee's insurance coverage shall be primary insurance with respect to all other available sources.
 - 4. Coverage provided by the Subgrantee shall not be limited to the liability assumed under the indemnification provisions of this Contract.
- C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to (Governor's Office for Children, Youth and Families, Jeanne Weeks, Procurement Specialist, 1700 West Washington, Ste. 101, Phoenix, Arizona 85007) and shall be sent by certified mail, return receipt requested.
- D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Subgrantee from potential insurer insolvency.
- E. **VERIFICATION OF COVERAGE:** Subgrantee shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to (Governor's Office for Children, Youth and Families, Jeanne Weeks, Procurement Specialist, 1700 West Washington, Ste. 101, Phoenix, Arizona 85007). The Governor's Office for Children,

Youth and Families project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

- F. **SUBCONTRACTORS:** Subgrantees' certificate(s) shall include all subcontractors as insureds under its policies **or** Subgrantee shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the *insurance requirements* in this Contract shall be made by the Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.
- H. **EXCEPTIONS:** In the event the Subgrantee or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the subgrantee or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.

Within ten (10) days following notification of award, certificates of insurance must be submitted to the Governor's Office for Children, Youth and Families, clearly stating the applicable contract number, effective date(s) of coverage, and limits of liability required pursuant to the contract.

- 17. **Confidentiality of Records:** The Subgrantee shall establish and maintain procedures and controls that are acceptable to the Governor's Office for the purpose of assuring that no information contained in its records or obtained from the Governor's Office for Children, Youth and Families or from others in carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information shall be referred to the State. Subgrantee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Subgrantee as needed for the performance of duties under the contract, unless otherwise agreed to in writing by the State.
- 18. **Confidential Information:** If a person believes that any portion of a proposal, bid, offer, specification, protest or correspondence contains information that should be withheld, then the Procurement Specialist for the Governor's Office for Children, Youth and Families shall be so advised in writing (price is not confidential and will not be withheld). Such material shall be identified as confidential wherever it appears. The State, pursuant to A.C.R.R. R2-7-104, shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision as noted in §41-2611 through §41-2616.
- 19. **Cancellation:** The Governor's Office for Children, Youth and Families reserves the right

to cancel the whole or any part of the contract due to failure of the Subgrantee to carry out any term, promise, or condition of the contract. The Governor's Office will issue a written ten (10) day notice of default to the Contract for acting or failing to act as in any of the following:

- The Subgrantee provides personnel that do not meet the requirements of the contract.
- The Subgrantee fails to perform adequately the services required in the contract.
- The Subgrantee attempts to impose on the Governor's Office for Children, Youth and Families, personnel that are of an unacceptable quality.
- The Subgrantee fails to furnish the required product within the time stipulated in the contract.
- The Subgrantee fails to make progress in the performance of the requirements of the contract and/or gives the Governor's Office for Children, Youth and Families a positive indication that the Subgrantee will not or cannot perform to the requirements of the contract.

If the Subgrantee does not correct the above problem(s) within ten (10) days after receiving the notice of default, the State may cancel the contract. If the State cancels the contract pursuant to this clause, the State reserves all rights or claims to damage for breach of contract.

20. Termination: The Procurement Specialist for the Governor's Office for Children, Youth and Families reserves the right to terminate the contract at any time, for the convenience of the State of Arizona, without penalty or recourse, by giving written notice to the subgrantee at least thirty (30) days prior to the effective date of such termination. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the subgrantee under the contract shall, at the option of the Governor's Office for Children Youth and Families, become property of the State of Arizona. The subgrantee shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
21. Suspension or Debarment Status: If the firm, business or person submitting this bid or offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with any federal, state or local Government, the bidder or offeror must include a letter with its bid or offer setting forth the name and address of the governmental unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Failure to supply the letter or to disclose in the letter all pertinent information regarding a suspension or debarment shall result in rejection of the bid or offer or cancellation of a contract. The Governor's Office for Children, Youth and Families also may exercise any other remedy available by law.
22. Suspension or Debarment Certification: By signing the offer section of the Offer and Acceptance page, SPO Form 203, the bidder or offeror certifies that the firm, business or person submitting the bid or offer has not been debarred, suspended or otherwise lawfully

precluded from participating in any public procurement activity with any federal, state or local government. Signing the offer section without disclosing all pertinent information about a debarment or suspension shall result in rejection of the bid or offer or cancellation of a contract. The Governor's Office for Children, Youth and Families also may exercise any other remedy available by law.

23. Restrictions on Lobbying: The Subgrantee shall not use these funds to pay for, influence, or seek to influence any officer or employee of the State of Arizona or the federal government if that action may have an impact, of any nature, on this agreement.
24. Fingerprinting: The provisions of A.R.S. §46-141 are hereby incorporated as provisions of this contract as they pertain to any new personnel not already covered by this requirement.

The provider shall assume the costs of fingerprint checks and may charge these costs to fingerprint its personnel. The department may allow all or part of the costs of fingerprint checks to be included as an allowable cost in a contract.

Personnel who are employed by any provider, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they have ever committed any act of sexual abuse of a child, including sexual exploitation and commercial sexual exploitation, or any act of child abuse.

This contract may be cancelled or terminated if the fingerprint check or the certified form of any person who is employed by a provider, whether paid or not, and who is required or allowed to provide services directly to juveniles discloses that a person has committed any act of sexual abuses of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any of the following criminal offenses in this state or similar offenses in another state or jurisdiction.

25. Compliance: The Subgrantee shall comply with the Americans With Disabilities Act of 1990 (Public Law 101-336) and the Arizona Disability Act of 1992 (A.R.S. 41-1492 et. seq.), which prohibits discrimination on the basis of physical or mental disabilities in delivering contract services or in the employment, or advancement in employment of qualified individuals.
26. Sectarian Requests: Funds may not be expended for any sectarian purpose or activity, including sectarian worship or instructions.
27. Ownership of Information: The Governor's Office for Children, Youth and Families reserves the right to review and approve any publications funded or partially funded through this contract. All publications funded or partially funded through this contract shall recognize the STOP Grant, US Department of Justice, Office on Violence Against Women and the Governor's Office for Children, Youth and Families as the funding source.
28. Uniform General Terms and Conditions: The latest edition of the Arizona Uniform General Terms and Conditions and Uniform Instructions to Offerors is incorporated into

this Request for Grant Applications by reference. Copies may be obtained from the State of Arizona Enterprise Procurement Services at (602) 542-5511.

The State Procurement website is:

<http://www.azeps.az.gov/PoliciesDocuments/index.htm>.

The Arizona Uniform General Terms and Conditions and Uniform Instructions to Offers is also available on the Governor's Office for Children, Youth and Families website at:

http://www.governor.state.az.us/cyf/grant_reg_info/grant_reg.html

Checklist:

Use the following list to make sure your Grant Application for a **STOP Violence Against Women Formula Grant** is complete and meets the requirements specified in this request for grant applications:

- ☐ One (1) original copy marked "original", and six (6) additional copies.
- ☐ Completed and signed Offer & Acceptance form.

- ☐ Table of contents.
- ☐ Scope of Work.
- ☐ Funds requested page, completed and signed, Exhibit A.
- ☐ Budget summary, completed and signed, Exhibit B.
- ☐ Budget narrative for requested amount **and** for match, completed and signed, Exhibit C.
- ☐ Disclosure form of other funding sources, completed and signed, Exhibit D.
- ☐ Offeror's Experience Exhibit E.
- ☐ Personnel Staff Overview Exhibit F.
- ☐ GOCYF Standard Data Collection Form is completed and attached, Exhibit G.
- ☐ GOCYF Financial Systems Survey is completed and attached, Exhibit H.
- ☐ Assurances for Non-Construction Programs, signed, Exhibit I.
- ☐ Implementation Plan-Process Objectives, Exhibit J.
- ☐ Proposed Project Attachments
- ☐ Page numbers are included on all pages, in sequence, twelve point font or larger and single-spaced, with one inch margins or wider.
- ☐ Do **NOT** bind your application in spiral binders or in 3-ring notebooks. Your application must be either stapled in the upper left-hand corner or use a binder clip.
- ☐ When submitting your application, insure your organization name and the Request for Grant Application Number **ST-WSG-07-7365-00** is **CLEARLY** marked on the outside of the envelope/package.
- ☐ It is the responsibility of each applicant to insure their application is delivered to the Governor's Office for Children, Youth, and Families **by the due date and time**. Allow for such contingencies as heavy traffic, weather, directions, parking, etc.

Exhibits:

- ❑ Exhibit A: Funds Requested Page
- ❑ Exhibit B: Budget Summary Page
- ❑ Exhibit C: Budget Narrative for requested dollar amount and for match
- ❑ Exhibit D: Disclosure Form of other funding sources
- ❑ Exhibit E: Offeror's Experience
- ❑ Exhibit F: Personnel Staff Overview
- ❑ Exhibit G: GOCYF Standard Data Collection Form
- ❑ Exhibit H: GOCYF Financial Systems Survey
- ❑ Exhibit I: Assurances for Non-Construction Programs, OMB Form 424B
- ❑ Exhibit J: Implementation Plan - Process Objectives Worksheet
- ❑ Attachment A: Definitions
- ❑ Attachment B: Frequently Asked Questions
- ❑ Attachment C: Sample Certificate of Insurance
- ❑ Attachment D: Sample Logic Model

EXHIBIT A

Funds Requested Page

1. The applicant shall provide an all-inclusive firm, fixed guaranteed-not-to-exceed total project price for service set forth in the Scope of Work. Please include all that apply:

\$ _____ Component 1: Law Enforcement

\$ _____ Component 2: Prosecution

\$ _____ Component 3: Courts

\$ _____ Component 4: Victim Services

\$ _____ Component 5: Discretionary

Note: To determine the component for this project, please review Attachment A – Definitions.

2. The applicant shall identify the type of program it is proposing to provide. Please check one.

_____ Statewide program

_____ Regional program

_____ Local/Community program

3. The applicant shall indicate below the number of participants it proposes to serve with the program:

_____ Participants

Authorized Signature _____ Date _____

Job Title _____

EXHIBIT B

Sample Line Item Budget

PLEASE NOTE: This exhibit is provided as an example only. While you must use this format, you may reproduce it with Word Processing or Spreadsheet software. Limit your budget line items to the following categories: Personnel, Fringe Benefits, Professional Services, Travel, Pass-Through (i.e. Subgrants), Other Operating Expenses and Administrative/Indirect Costs.

Budget period: January 1, 2007 – December 31, 2007

Budget Category	Line Item	Requested Funds	** Matching Funds/ Source	Total Cost
Personnel and Fringe Benefits				
Personnel	Project Director, Bob Williams, 50%, 12 months	\$22,500		\$22,500
	Project Director, Bob Williams, 50%, 12 months		\$22,500 (XYZ City)	\$22,500
Fringe Benefits	Agency Rate (18%)- Budget narrative should provide more detailed accounting of how this rate was determined for the agency.	\$4,050	\$4,050 (XYZ City)	\$8,100
Contracted Services/Professional Services				
Contract services	Program Evaluation – contractual data entry services (GHJ Evaluation, Inc.)	\$1,000		\$1,000
Travel				
	Project staff to attend program related training (300 miles x 34.5 cents per mile x 1 staff person)	\$103.50		\$103.50
Pass Through				
Subgrants	Non-profit agency - 5 day training	\$1,000		\$1,000
Supplies and Other Operating				
	Postage (\$100/month x 12 months for monthly flier)	\$1,200		\$1,200
	Telephone for Bob Williams (\$75/month x 12 months)		\$900 (XYZ City)	\$900.
Administrative/Indirect Costs				
	Please see narrative.			
Total		\$29,853.50	27,450.00	\$57,303.50

*As shown, a line item budget justification for each component MUST be included in the proposal that describes the procedure for determining the cost of budget categories. Detail in the line item budget narrative strengthens proposals. See the following page for budget narrative format.

** List source of matching funds.

Authorized Signature

Date

Exhibit C

The purpose of the budget narrative is to provide more clarity and detail on the various budget

line items that funds are being requested for. In addition, **please complete a separate budget narrative for all match that will be contributed towards this grant.** The budget narrative should explain the criteria used to compute the budget figures on the budget form. Please verify that the narrative corresponds with the budget form and the calculations and totals are accurate.

Personnel: Include information such as position title(s), name of employee (if known), salary, time to be spent on this program (hours or %), number of months assigned to this program, etc. Explain how the salary rate for each position was determined. If salaries are expected to increase during the project year, indicate the percentage increases for each position and justify the percent of the salary increase. Also be sure to include the scheduled salary increases on the Budget Form.

Fringe Benefits: Include a benefit percentage and what expenses make up employee benefit costs. Indicate any special rates for part-time employees, if applicable. Explain how the benefits for each position were determined. If using a fringe benefit rate, explain how this percentage is justified or approved by your agency.

Contracted Consultant/Professional Services: If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the project. This category includes Evaluation Services. Information for Evaluation Professional Services should include who will be performing the evaluation, the type of work to be performed, and how the costs/rates are determined. Explain how all contracts will be procured.

Travel: Include a detailed breakdown of hotel, transportation, meal costs, etc. Indicate the location(s) of travel and the justification for travel, how many employees will attend and how the estimates have been determined. Explain the relationship of each cost item to the project (e.g., if training or training expenses are requested, explain the topic of the training and its relationship to the project). Applicants may follow their own established travel rates. However, the Governor's Office for Children, Youth and Families reserves the right to determine the reasonableness of those rates. If an applicant does not have a written policy they should abide by the State's travel policy (www.gao.state.az.us/travel/).

Pass Through/Subgrants: In the event that this application represents a collaboration and the contract will be utilizing other subgrantees to perform various components of the program, include a list of subgrantees, programmatic work each subgrantee will perform, and how costs for each subgrantee are determined).

Supplies and Operating Expenses: Explain each supply item to be purchased, how the costs were determined and justify the need for the items. Items with a unit cost less than \$5,000 are considered supplies and should be listed in this category. All purchases should be made through competitive bid, state or local award, or established purchasing procedures.

Administrative/Indirect Costs: Administrative costs are general or centralized expenses of overall administration of an organization that receives grant funds and does not include particular project costs. For organizations that have an established federally approved indirect cost rate for Federal awards, indirect costs mean those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in Office of Management and Budget Circulars (A-

21, A-87, and A-122).

Option A: Administrative Costs: With proper justification, subgrantees may include an allocation for administrative costs for up to 10% of the grant request.

Administrative costs may include direct charges for: costs of financial, accounting, auditing, contracting or general legal services; costs of internal evaluation, including overall organization's management improvement costs; and costs of general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. Administrative costs may also include that portion of salaries and benefits of the project's director and other administrative staff not attributable to the time spent in support of a specific project.

Options B: Federally Approved Indirect Costs: If your organization has a federally approved indirect cost rate agreement in place, subgrantees may include an allocation for indirect costs for up to 10% of the grant request.

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect.

Authorized Signature_____ Date_____

Exhibit D

Disclosure Form List of Other Funding Sources

Please list all other funding that your organization currently receives from State or Public Agencies, Federal Agencies, Non-Profit Organizations, or any other source providing

funding **for the proposed program***. Use a continuation sheet if necessary. The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Type of Funding (Federal, State, local, other)	Received From	Amount	✓ If used for match on this grant
TOTAL:			

***This table should include only those funds that will support the project detailed in this application.**

Authorized Signature_____ Date_____

Job Title _____

EXHIBIT E

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Offeror's Experience

Name and address of organization for which the service or activity was provided
Location where services or activities were conducted
Dates the service or activity was conducted (e.g. October 2001 – December 2001)
Describe the services or activities that were provided
Describe what was achieved with the services or activities (e.g. increased knowledge among 20% of program participants, 90 % of clients report satisfaction with service etc.)

EXHIBIT F

The following form is attached as an example and may be reproduced with word processing software or another form may be created that contains all the information requested.

Personnel Staff Overview*

STAFF MEMBER	BACKGROUND AND EXPERTISE OF PERSONNEL
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	
Name: Title: FTE on this project:	

***NOTE: please attach a current resume and job description for individuals involved in the project.
Submit a job description for vacant positions.**

Exhibit G

**Governor's Office for Children, Youth and Families
Standard Data Collection Form for the Grant Management Information System (GIMS)**

A. Sub-Grantee Information – (to be completed by the entity entering into a grant contract with the GOCYF)

Program Name (if applicable) _____

Agency _____ Contact Person _____

Address _____ Position _____

Address _____ Email _____

City, State, Zip _____ Phone _____ x _____ Fax _____

County _____

Employer Identification Number: _____

Agency Classification: _____ Non-profit _____ State Agency _____ Local Government _____ Tribal _____ Faith Based

Have you previously conducted business with the State using this EIN: **Y** **N**. If **NO**, please go to the following website, download the State of Arizona Substitute W-9 Form and submit with your application. <http://www.ica.state.az.us/Forms/Substitute%20Form%20W-9.pdf>

In which Congressional (Federal) District is your agency? Enter District # _____
<http://www.azredistricting.org> (click on Final Maps)

In which Legislative (State) District is your agency? Enter District # _____
<http://www.azredistricting.org> (click on Final Maps)

Approximately how much FEDERAL funding will your organization expend in your current fiscal year? \$ _____

What is your organization's fiscal year-end date? _____

Does your organization undergo an annual independent audit in accordance with OMB Circular A-133? **Y** **N**

Please provide contact information of the audit firm conducting your audit:

Agency _____

Address _____

Phone Number _____

B. Proposed Program Information/Description

Requesting: _____

Service area of proposed program: _____

Target population of proposed program: _____

Number of participants to be served: _____

Please provide a **brief** program description of the program in 1 or 2 paragraphs.

C. Contact Information (Please copy this page as many times as needed.)

Program Agency – Indicates person with primary contact with the Governor's Office for Children, Youth and Families and is

directly responsible for project oversight, implementation and compliance with timely and reliable reporting. All project correspondence will be sent to this person.

Fiscal Agency - Indicates person responsible for financial reimbursements and matters pertaining to this grant.

Collaborator – Indicates all persons/agencies who are partners to this project as reflected by “Letters of Participation” and/or a “Formal MOU as a requirement of this grant.

☐ **Program Agency**

☐ **Fiscal Agency**

Agency _____

Address _____

Address _____

City, State, Zip _____

County _____

☐ **Program Agency**

☐ **Fiscal Agency**

Agency _____

Address _____

Address _____

City, State, Zip _____

County _____

☐ **Program Agency**

☐ **Fiscal Agency**

Agency _____

Address _____

Address _____

City, State, Zip _____

County _____

☐ **Collaborator**

Contact Person _____

Position _____

Email _____

Phone _____ Fax _____

☐ **Collaborator**

Contact Person _____

Position _____

Email _____

Phone _____ Fax _____

☐ **Collaborator**

Contact Person _____

Position _____

Email _____

Phone _____ Fax _____

Exhibit H

Governor's Office for Children, Youth and Families Financial Systems Survey

Name of Applicant: _____

Please answer every question by filling in the circle next to the correct answer. Attach materials and document comments as required.

As stewards of federal and state funds, the Governor's Office for Children, Youth and Families awards funds to organizations (regardless of how small or large) that are both capable of achieving project goals/objectives and upholding their responsibility for properly managing funds as they achieve those objectives.

This survey will be used primarily for initial monitoring of the organization. This survey may also be used in evaluating the financial capability of the organization in the award process. Deficiencies should be addressed for corrective action and the organization should consider procuring technical assistance in correcting identified problems.

A. GENERAL INFORMATION

1. Has your organization received a Federal or State Grant within the last two years?	<input type="radio"/> YES <input type="radio"/> NO
2. Has your organization completed an A-133 Single Audit within the past two years? If yes, please attach a copy of your Management Letter, including Findings and Questioned Costs.	<input type="radio"/> YES <input type="radio"/> NO
3. If your organization has not completed an A-133 Single Audit, have your financial statements been audited, reviewed or compiled by an independent Certified Public Accountant within the past two years? If yes, please attach a complete copy of the most recent audited, reviewed or compiled financial statements.	<input type="radio"/> YES <input type="radio"/> NO
4. Please attach a schedule showing the TOTAL federal funds (by granting agency) expended by your agency for the most recent fiscal year. Note: If your organization had an A-133 Single Audit, a copy of the "Schedule of Expenditures for Federal Awards" can be submitted	
5. Has your organization received funding from the Governor's Office for Children, Youth and Families within the past two years? If yes, specify the grant contract number(s):	<input type="radio"/> YES <input type="radio"/> NO
6. Has your organization been granted tax-exempt status by the Internal Revenue Service?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
7. If you answered YES to question #6, under what section of the IRS code? O 501 C (3) O 501 C (4) O 501 C (5) O 501 C (6) O Other. Specify:	
8. Does your organization have established policies related to salary scales, fringe benefits, travel reimbursement and personnel policies?	<input type="radio"/> YES <input type="radio"/> NO

B. FUNDS MANAGEMENT

1. Which of the following describes your organization's accounting system?	<input type="radio"/> Manual <input type="radio"/> Automated <input type="radio"/> Combination
2. How frequently do you post to the General Ledger?	<input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly <input type="radio"/> Other
3. Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	<input type="radio"/> YES <input type="radio"/> NO
5. Are time and effort distribution reports maintained for employees working fully or partially on state or federal grant programs which account for 100% of each employee's time?	<input type="radio"/> YES <input type="radio"/> NO
6. Is your organization familiar with Federal Cost Principles (i.e. OMB Circular A-87, A-122 or A-21)?	<input type="radio"/> YES <input type="radio"/> NO
7. How does your organization plan to charge common/indirect costs to this grant? NOTE: Those organizations using an indirect cost plan/rate need to attach a copy of the methodology and calculations in determining the rate.	<input type="radio"/> Direct Charges <input type="radio"/> Utilizing an Indirect Cost Allocation Plan or Rate

C. INTERNAL CONTROLS

1. Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input type="radio"/> YES <input type="radio"/> NO
2. Are checks signed by individuals whose duties exclude recording cash received, approving vouchers for payment and the preparation of payroll?	<input type="radio"/> YES <input type="radio"/> NO
3. Are all accounting entries and payments supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
4. Are cash or in-kind matching funds supported by source documentation?	<input type="radio"/> YES <input type="radio"/> NO
5. Are employee time sheets supported by appropriately approved/signed documents?	<input type="radio"/> YES <input type="radio"/> NO
6. Does the organization maintain policies that include procedures for assuring compliance with applicable cost principles and terms of each grant award?	<input type="radio"/> YES <input type="radio"/> NO

D. PROCUREMENT

1. Does the organization maintain written codes of conduct for employees involved in awarding or administering procurement contracts?	<input type="radio"/> YES <input type="radio"/> NO
2. Does the organization conduct purchases in a manner that encourages open and free competition among vendors?	<input type="radio"/> YES <input type="radio"/> NO
3. Does the organization complete some level of cost or price analysis for every major purchase?	<input type="radio"/> YES <input type="radio"/> NO
4. Does the organization maintain a system of contract administration to ensure contractor conformance with the terms and conditions of each contract?	<input type="radio"/> YES <input type="radio"/> NO
5. Does the organization maintain written procurement policies and procedures?	<input type="radio"/> YES <input type="radio"/> NO

E. CONTACT INFORMATION

Please indicate the following information. In the event that the Governor's Office for Children, Youth and Families has questions about this survey, this individual will be contacted.

Prepared By: _____

Job Title: _____

Date: _____

Phone/Fax/Email: _____

F. CERTIFICATION

I certify that this report is complete and accurate, and that the Contractor has accepted the responsibility of maintaining the financial systems.

Signature

G. COMMENT AND ATTACHMENTS

Please use the space below to comment on any answers in Sections A – D. Please indicate the Section and Question # next to each comment.

Number of Attachments (please number each attachment): _____

COMMENTS:

Exhibit I

OMB Approval No 0348-0040

ASSURANCES – NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to the nondiscrimination in the sale, rental or financing or housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of the Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §276a to 276a-7), the Copeland

Act (40 U.S.C. §276C and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §§470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

EXHIBIT J

Implementation Plan - Process Objectives

The following form may be reproduced with word processing software or another form may be created that contains all the information requested.

Strategy/ Program	Key tasks (services) to be completed	How Many / How Much	Target Population OR Person Responsible	By when	As measured by

Describe the following in narrative form on the final page of this section:

- Any anticipated barriers to participation and/or completion of the project as well as steps that will be taken to overcome these barriers.
- Any training that will be provided for existing and/or new staff. How and when will this training be delivered and duration of the training?

TITLE 28 – Judicial Administration
CHAPTER I – Department of Justice

Part 90 – Violence Against Women

Sec. 90.2 Definitions

Domestic Violence: The term “domestic violence” includes felony or misdemeanor crimes of violence (including threats or attempts) committed by a current or former spouse of the victim; by a person with who the victim shares a child in common; by a person who is co-habiting with or has co-habited with the victim as a spouse; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies or by any other adult person against a victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction receiving grant monies. For the purposes of the S*T*O*P Program, domestic violence also includes any crime of violence considered to be an act of domestic violence according to Arizona law.

Forensic Medical Exam: The term “forensic medical examination: mans an examination provided to a sexual assault victim by medical personnel trained to gather evidence of a sexual assault in a manner suitable for use in a court of law. The examination should include at a minimum the following (i) examination of physical trauma; (ii) determination of penetration or force; (iii) patient interview; and (iv) collection and evaluation of evidence.

The inclusion of additional procedures (e.g., testing for sexually transmitted diseases) to obtain evidence may be determined by the state, Indian tribal government, or unit of local government in accordance with its current laws, policies and practices.

Indian Tribe: The term “Indian tribe” means a tribe, band, pueblo, nation or other organized group or community of Indians, including any Alaska Native village or regional or village corporation, that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Law Enforcement: The term “law enforcement” means a public agency charged with policing functions, including any of its component bureaus (such as governmental victim services programs).

Prosecution: The term “prosecution” means any public office or agency charged with direct responsibility for prosecuting criminal offenders, including such office’s or agency’s component departments or bureaus (such as governmental victim services programs). Prosecution support services, such as overseeing or participating in statewide or multi-jurisdictional domestic violence task forces, conducting training for State and local prosecutors; or enforcing victim compensation and domestic violence-related restraining orders shall be considered “direct responsibility” for the purpose of the S*T*O*P Program.

Courts: The term ‘courts’ means any civil or criminal tribal, and Alaskan Village, Federal, State, local or territorial court having jurisdiction to address domestic violence, dating violence, sexual assault or stalking, including immigration, family, juvenile, and dependency courts, and the judicial officers servicing in those courts, including judges, magistrate judges, commissioners, justices of the peace, or any person with decision-making authority.

Court-Based and Court-Related Personnel: The term ‘court-based’ and ‘court related personnel’ mean persons working in the court, whether paid or volunteer, including –

- (A) clerks, special masters, domestic relations officers, administrators, mediators, custody evaluators, guardians ad litem, lawyers, negotiators, probation, parole, interpreters, victim

- assistants, victim advocates, and judicial administrative, or any other professionals or personnel similarly involved in the legal process;
- (B) court security personnel;
- (C) personnel working in related, supplementary offices or programs (such as child support enforcement); and
- (D) any other court-based or community-based personnel having responsibilities or authority to address domestic violence, dating violence, sexual assault, or stalking in the court system.

Sexual Assault: The term 'sexual assault' means any conduct proscribed by Chapter 109A of Title 18, United States Code, whether or not the conduct occurs in the special maritime and territorial jurisdiction of the United States or in a federal prison and includes both assaults committed by offenders who are strangers to the victim and assaults committed by offenders who are known or related by blood or marriage to the victim.

Stalking: The term 'stalking' means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- (A) fear for his or her safety or the safety of others;
or
- (B) suffer substantial emotional distress.

Dating Violence: The term "dating violence" means violence committed by a person—

- (B) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (C) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship
 - (ii) The type of relationship
 - (iii) The frequency of interaction between the persons involved in the relationship.

Elder Abuse: The term "elder abuse" means any action against a person who is 50 years of age or older That constitutes the willful—

- (A) infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical harm, pain, or mental anguish; or
- (B) deprivation by a person, including a caregiver, of goods or services with intent to cause physical harm, mental anguish, or mental illness.

Legal Assistance: The term 'legal assistance' includes assistance to adult and youth victims of domestic violence, dating violence, sexual assault, and stalking in –

- (A) family, tribal, territorial, immigration, employment, administrative agency, housing matters, campus administrative or protection or stay away order proceedings, and other similar matters; and
- (B) criminal justice investigations, prosecutions and post-trial matters (including sentencing, parole, and probation) that impact the victim's safety and privacy.

Linguistically and Culturally Specific Services: The term 'linguistically and culturally specific services' means community-based services that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward

underserved communities.

Underserved Populations: The term ‘underserved populations’ includes populations underserved because of geographic location, underserved racial and ethnic populations, populations underserved because of special needs (such as language barriers, disabilities, alienage status, age) or any other population determined to be underserved by the state plan in consultation with the Attorney General or by the Secretary of Health and Human Services, as appropriate.

Community-Based Organization: The term “community-based organization” means an organization that:

- (C) focuses primarily on violence against women;
- (D) has established a specialized culturally specific program that addresses violence against women;
- (E) has a primary focus on underserved communities (and includes representatives from these communities) and violence against women; or
- (C) obtains violence against women expertise through collaboration

Victim Services or victim service provider: The term “victim services” or “victim service provider” means a non-profit, non-governmental organization that assists domestic violence, dating violence, sexual assault or stalking victims, including rape crisis centers, domestic violence shelters, faith-based organizations, and other organizations, with a documented history of effective work concerning domestic violence programs, including non-profit, non-governmental, community-based organizations assisting domestic violence, dating violence, sexual assault or stalking.

For purposes of S*T*O*P Violence Against Women grants, funding may include support for lawyer and non-lawyer advocates, including specialized domestic violence court advocates in courts where a significant number of protective orders are granted. Legal defense services for perpetrators of violence against women **may not** be supported with STOP grant funds.

The definition also encompasses Indian victim assistance programs and statewide domestic violence and sexual assault coalitions to the extent they provide direct services to domestic and sexual assault victims.

Governmental victim services programs attached to a law enforcement agency or a prosecutor’s office may apply for the portions of the STOP grant designated for law enforcement and prosecution.

Governmental victim services programs contracting with non-profit organizations (e.g., a county non-profit shelter) are eligible to apply for the portion of the STOP grant designated for non-profit non-governmental victim services.

Governmental victim services programs that are not connected to a law enforcement agency or a prosecutor’s office and are not considered non-profit organizations may apply for funding through the discretionary component.

Victim Advocate: The term “victim advocate” means a person, whether paid or serving as a volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a victim services program.

Victim Assistant: The term “victim assistant” means a person, whether paid or serving as a

volunteer, who provides services to victims of domestic violence, sexual assault, stalking, or dating violence under the auspices or supervision of a court or a law enforcement or prosecution agency.

Youth: The term 'youth' means teen and young adult victims of domestic violence, dating violence, sexual assault or stalking.

Nonexclusivity: Nothing in Title 28 shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under this title.

Prohibition on tort litigation: Funds appropriated for the STOP grant program under this title may not be used to fund civil representation in a lawsuit based on a tort claim. This paragraph should not be construed as a prohibition on providing assistance to obtain restitution in a protection order or criminal case.

Funding to Faith-Based and Community Organizations:

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is Office on Violence Against Women (OVW) policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVW programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. Faith-based organizations receiving OVW assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. OVW grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with OVW grant funds; rather, such religious activity must be separate in time or place from the OVW funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by OVW are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Attachment B

Frequently Asked Questions

Q: Can STOP funds be used to support services to children?

A: In general, STOP funds should focus on adult victims. For dating violence, victims may be teens as long as the teen is the direct victim of abuse by a dating partner, rather than the child of a domestic violence victim.

Q: Can STOP dollars support services for men?

A: Funding may only be directed to those entities whose primary focus is combating violence against women. Section 42 U.S.C. § 3796gg (a) states that “[t]he purpose of this subchapter [part] is to assist States, State and local courts (including juvenile courts), Indian tribal governments, tribal courts and units of local government to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women.” This language, however, does not – and should not be understood to – preclude grantees from providing services to a similarly situated male victim in need who may come to receive services. In the Violence Against Women Act of 2005, Congress specifically provided that “Nothing in this title [which includes the STOP statute] shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under this title.”

Q: Can STOP funds support prevention programs?

A: In general, no. According to the Violence Against Women Act, the general purpose of the STOP Program is to assist jurisdictions “to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women.” The enumerated statutory program purpose areas do not address prevention programs, so prevention programs, such as media campaigns, may not be supported under this program. However, states may fund outreach efforts aimed at informing a specific group of people about services available. Such efforts would be part of “developing, enlarging, or strengthening victim services programs.”

Q: Should States make decisions to award law enforcement, prosecution, court, and victim services funds based on the purpose for which the funds will be used or the type of agency applying for the funds?

A: The current language of the STOP statute requires states to allocate certain percentages of funding “to” specific types of agencies, i.e., law enforcement, prosecutors, and victim services, and “for” State and local courts. (Please reference the definitions, listed above, for law enforcement, prosecution, courts, and victim services to assist in making these determinations).

Attachment C – Sample Certificate of Insurance

Prior to commencing services under this contract, the contractor must furnish the state certification from insurer(s) for coverages in the minimum amounts as stated below. The coverages shall be maintained in full force and effect during the term of this contract and shall not serve to limit any liabilities or any other contractor obligations.

Name and Address of Insurance Agency:	Company Letter:	Companies Affording Coverage:
	A	
	B	
Name and Address of Insured:	C	
	D	

LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE		COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	DATE POLICY EXPIRES
Bodily Injury Per Person Each Occurrence Property Damage OR Bodily Injury and Property Damage Combined			Comprehensive General Liability Form Premises Operations Contractual Independent Contractors Products/Completed Operations Hazard Personal Injury Broad Form Property Damage Explosion & Collapse (If Applicable) Underground Hazard (If Applicable)		
Same as Above			Comprehensive Auto Liability Including Non-Owned (If Applicable)		
Necessary if underlying is not above minimum			Umbrella Liability		
Statutory Limits			Workmen's Compensation and Employer's Liability		
			Other		

State of Arizona and the Department named above are added as additional insureds as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.

Name and Address of Certificate Holder:

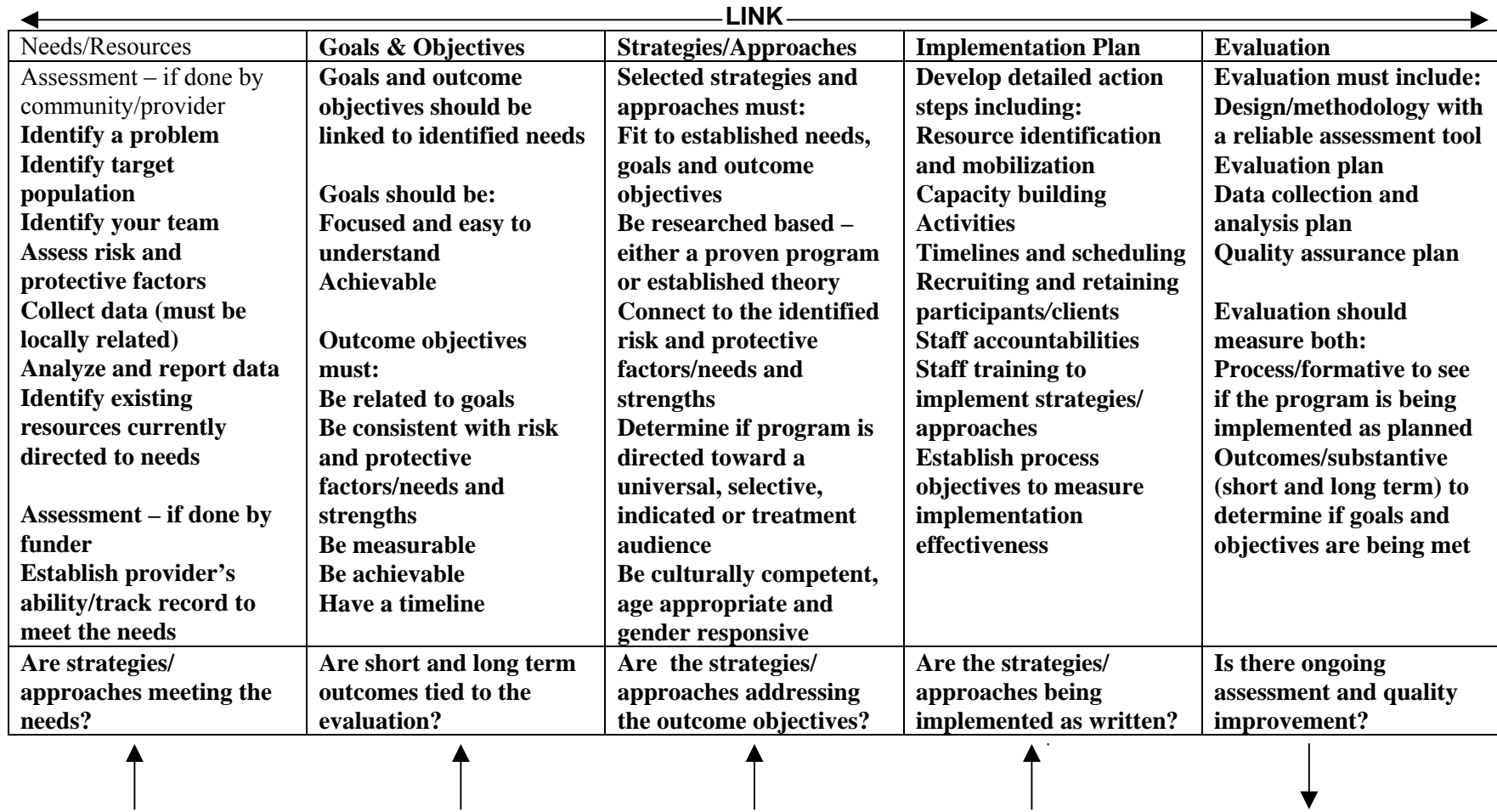
Date
Issued: _____

Authorized Representative

SAMPLE LOGIC MODEL

Attachment D

ARIZONA PROGRAM DESIGN AND EVALUATION LOGIC MODEL



CONTINUOUS FEEDBACK LOOP

END OF SOLICITATION
#ST-WSG-07-7365-00